

AGENDA
Garfield County Public Library District Board of Trustees
MeetingDate: Thursday, January 5, 2023, 2:00 PM
Place: Rifle Branch Library

Board Mission Statement: The GCPLD Board supports the GCPLD mission, vision, and values through the following actions: Ensuring financial stability, investing in staff development, providing service advocacy, and promoting District library innovation.

I. CALL TO ORDER

- A. Roll Call
- B. Public Participation (15-minute limit): 3 minutes per person
- C. Approval of the agenda (pp. 1)

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting December 1, 2022 (pp.2-4)
- B. Claims for Board Approval: General Fund November 16 to December 15 (pp.5-6); Alpine Bank Credit Card statement Oct 2022 (pp.7-9)

III. ACTION ITEMS

- A. Board officer elections for President, Vice-President, Treasurer, and Secretary, Adrian Rippy-Sheehy
- B. Revised Education Assistance Policy, Kim Owens (pp 10-12)
- C. New Meeting Room Policy (pp 13-15)
- D. Approve the use of Assigned Fund Balance, Kevin Hettler

IV. DISCUSSION ITEMS

- A. Urban Renewal meeting on February 9, 2023, Susan Use
- B. Management Report, Jamie LaRue (pp.16-17)
- C. Branch Report, Amy Tonozzi (pp. 18-19)
- D. Financial / Treasurer Report, Michelle Foster (pp.20-25)
- E. "Did You Know", Carolyn Tucker

Next Board Meeting February 2, 2023, 2pm, Location: New Castle Branch Library, 402 West Main, New Castle

Adjourn meeting.

This agenda is subject to change, including the addition of items up to 24 hours in advance or the deletion of items at any time. All times are approximate. If special accommodations are necessary per ADA, please call 970-625-4270 prior to the meeting.

Prepared by: Jamie LaRue, Executive Director

Posted on:

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: New Castle Branch Library
December 1, 2022**

I. A. CALL TO ORDER

Adrian Rippy - Sheehy called the meeting to order at **2:00 pm**. Kim Owens conducted the roll call.

BOARD MEMBERS PRESENT:

Adrian Rippy -Sheehy
Michelle Foster
Jocelyn Durrance
Susan Use
John Mallonee

STAFF PRESENT:

Stacy Duchscher
Ari Beachey
Amy Tonozzi
Amanda Louey
Kim Owens
Alex Garcia
Jon Medrano
Jamie LaRue
Brenda Kingen
Stacy Kline
Tracy Kallassy

Brandi Neuroth
Kim Gorsett
Eileen Cummings
Daniel Messer
Melissa Terry
Kevin Hettler
Chris Rayne
Ana Gaytan
Amaranda Fregoso
Jenn Cook

BOARD MEMBERS EXCUSED:

Crystal Mariscal

BOARD MEMBERS UNEXCUSED:

Carolyn Tucker

PUBLIC PRESENT:

Cheryl Beachey	Lori Sawyer
Michael Clark	Trinity Stebleton
Joyce Wizer	Kathleen Rank
John Lepkowski	Joyce Rinehart

GUESTS PRESENT:

Kim Seter via phone

PUBLIC COMMENT:

1. Michael Clark, Silt Mesa – Would like to bring in Colorado Rivers magazine, would like to schedule a meeting with someone.
2. Trinity Stebleton, Silt – Against censorship.
3. Joyce Wizer, Rifle – Likes markers on spines to help distinguish different types of books.
4. John Lepkowski, Silt – Unhappy with level certain LGBTQ books are placed at, says they are pornography. He would like the books to be shelved higher or burned.

I. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by John Mallonee, seconded by Jocelyn Durrance - **Motion passed.**

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board meeting Nov 3, 2022 (pp. 3-5)
- B. Claims for Board Approval: General Fund Oct 16, 2022 to Nov 15, 2022 (pp. 6-7)
A motion to approve both of the consent agenda items was made by made by Jocelyn Durrance, seconded by John Mallonee - **Motion passed.**

III. ACTION ITEMS

- A. 2023 Holiday closures, Kim Owens (pp. 8)
 - i. Motion to adopt holiday closures made by Michelle Foster, seconded by Susan Use – **Motion Passed.**
- B. 2023 Board Meeting Dates, Jamie LaRue (pp. 9)
 - i. A motion to adopt board meeting dates was made by Jocelyn Durrance, seconded by Susan Use – **Motion passed.**
- C. 2023 Budget Adoption, Resolution 22-3, Kevin Hettler (pp. 10-11)
 - i. A motion to approve Resolution 22-3 was made by Jocelyn Durrance, seconded by Michelle Foster – **Motion passed.**
- D. 2023 Mill Levy Certification, Resolution 22-4, Kevin Hettler (pp. 12-13)
 - i. A motion to approve Resolution 22-4 was made by John Mallonee, seconded by Jocelyn Durrance – **Motion passed.**
- E. 2023 Appropriations, Resolution 22-5, Kevin Hettler (pp. 14)
 - i. A motion to approve Resolution 22-5 was made by Michelle Foster, seconded by Susan Use – **Motion passed.**
- F. Vote to adopt revised 401(a) and 457b policy, Kim Owens (pp. 15)
 - i. A motion to adopt revised 401a and 457b policy was made by John Mallonee, seconded by Susan Use – **Motion passed.**
- G. Reappointment of Crystal Mariscal through December 31, 2025
 - i. A motion was made to reappoint Crystal Mariscal for a three-year term to the Library Board of Trustees by Jocelyn Durrance, seconded by John Mallonee – **Motion passed.**
- H. Staff gift cards
 - i. A motion to provide as a thank you a \$100 City Market gift card to each library staff was made by Susan Use, seconded by Michelle Foster – **Motion passed.**

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 16-20)
 - i. Increase circulation and look at what is being used/checked out.
 - ii. Director of Branch Libraries position.
 - iii. Considering removing fees on community rooms.

- B. Revised Education Assistance Policy, Kim Owens
 - i. Open discussion. Would like another draft.

- C. Branch Report, Ana Gaytan, New Castle Branch Manager (pp. 21)
 - i. Staff attend several conferences, multiple programs, subs have been amazing covering.

- D. Financial / Treasurer Report, Michelle Foster (pp. 22-26)
 - i. Sales tax is still rising, likely as a result of inflation. Thanks to the Budget Committee for their work on the 2023 budget.

- E. "Did You Know", Crystal Mariscal
 - i. Board member excused, no report given.

A motion to adjourn was made by Adrian Rippy-Sheehy.
The meeting adjourned at **3:20pm**.

NEXT MEETING

The next regular board meeting will be held January 5, 2023 at the Rifle Branch Library at 2:00pm.

Garfield County Public Library District
Claims for Board Approval
November 16 through December 15, 2022

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
11/22/2022	Eft	Xcel Energy	Electricity	(5,344.29)
11/23/2022	eft	CRA	Nov retirement contributions	(7,620.92)
11/23/2022	eft	CRA	Nov retirement contributions	(10,455.26)
11/30/2022	25089	A Clean Break, LLC	RI, SI, NC Nov cleaning	(6,700.00)
11/30/2022	25090	Align Multimedia, LLC	GCPLD website redesign - 2nd installment	(5,000.00)
11/30/2022	25091	Anvil Points Upholstery & ...	GW RI Upholstery & Carpet cleaning	(4,809.25)
11/30/2022	25092	Black Hills Energy	GW & CA gas	(1,233.41)
11/30/2022	25093	Campbell, LeAnn	meeting room refund	(25.00)
11/30/2022	25094	Campbell, Robert	Oran Mor concerts	(4,000.00)
11/30/2022	25095	Cardiff Cleaning Service	CA GW cleaning	(4,292.00)
11/30/2022	25096	Citadel Security Group, LLC	GW security service, 11/7-11/13	(1,571.40)
11/30/2022	25097	City of Glenwood Springs	GW electricity	(921.24)
11/30/2022	25098	Collaborative Summer Libr...	2023 Summer Reading t-shirts	(388.25)
11/30/2022	25099	Colorado Library Consortium	Learning Express database, Jan - Dec 2023	(2,019.54)
11/30/2022	25100	Cruz-Herrera, Margaret	material return reimbursement	(17.99)
11/30/2022	25101	De Lage Landen Financial ...	Copier lease	(449.00)
11/30/2022	25102	ELM USA, Inc.	Disc cleaning machine supplies	(77.55)
11/30/2022	25103	Findaway World LLC	Library materials	(62.99)
11/30/2022	25104	Friend, Sara	mileage reimbursement	(41.25)
11/30/2022	25105	Gleason, Christopher	material return reimbursement	(25.95)
11/30/2022	25106	Gracey, John	GW December concert performance	(300.00)
11/30/2022	25107	Ingram Library Services	Library materials	(16,824.02)
11/30/2022	25108	Jones, Kyle	PA Fantasy Worlds Festival piano performance	(250.00)
11/30/2022	25109	Kallassy, Tracy	mileage reimb	(322.25)
11/30/2022	25110	Louey, Amanda	Exp reimb	(24.90)
11/30/2022	25111	Messer, Daniel	Mileage reimbursement	(25.00)
11/30/2022	25112	Motion Picture Licensing C...	Annual movie license renewal	(825.83)
11/30/2022	25113	One Source Lighting	RI SI exterior LED lighting	(4,132.75)
11/30/2022	25114	Owens, Kim	Exp reimb	(66.34)
11/30/2022	25115	River Center	In Memoriam Lisa Detweiler	(250.00)
11/30/2022	25116	Schindler Elevator Corpora...	Annual p&m renewal	(6,581.76)
11/30/2022	25117	Terry, Melissa	Mileage reimbursement	(50.00)
11/30/2022	25118	Universal Mechanical Servi...	NC service call	(380.00)
11/30/2022	25119	Worton, Hailey	mileage reimbursement	(30.00)
11/30/2022	25120	Zimmermann, Robert	Mileage reimbursement	(186.75)
11/30/2022	25121	Amazon .com	Oct Amazon payment	(3,297.58)
11/30/2022	Eft	CRA	457 makeup contribs	(1,710.00)
11/30/2022	Eft	Garfield County Public Libr...	book sales / donation	(2,244.25)
12/02/2022	eft	Alpine Bank- CC	Dec merchant fees	(252.16)
12/07/2022	Eft	Verizon Wireless	Cell phones, hotspots, & filtering service	(6,342.29)
12/13/2022	wire	Kroger	year end staff thank you cards	(8,265.00)
12/15/2022	25122	625-Water(9283)	November SI and RI water	(102.75)
12/15/2022	25123	All Around Property Mainte...	PA & CA Nov fall cleanup landscape mainten...	(2,220.00)
12/15/2022	25124	AlwaysMountainTime LLC	radio advertising	(1,000.00)
12/15/2022	25125	American Janitor LLC	PA November cleaning	(1,096.00)
12/15/2022	25126	Audio Video Experts	Final billing on Conference room AV refresh - ...	(23,299.80)
12/15/2022	25127	Barlow, Jerry	Celtic concerts	(1,500.00)
12/15/2022	25128	Birds Beware Window Was...	Exterior and Interior window cleaning - all bra...	(4,650.00)
12/15/2022	25129	Brown, Jennifer	Returned material refund	(25.99)
12/15/2022	25130	Carsten, Toni	mileage reimb	(57.50)
12/15/2022	25131	Cedar Networks	December broadband	(1,194.00)
12/15/2022	25132	CenturyLink	Elevator / alarm telephone	(424.02)
12/15/2022	25133	Citadel Security Group, LLC	GW security service	(2,619.00)
12/15/2022	25134	City of Glenwood Springs	GW electricity	(842.13)
12/15/2022	25135	City of Rifle	RI water/sewer	(1,051.99)
12/15/2022	25136	Clement, Mary	Exp reimb	(51.00)
12/15/2022	25137	Colorado Mountain News ...	newspaper advertising	(895.00)
12/15/2022	25138	Cura HR, LLC	HR support/Engagement surveys	(4,995.00)
12/15/2022	25139	Daly Property Services, Inc.	CA snow removal	(431.25)
12/15/2022	25140	Duchscher, Stacy	Children's activity supplies & mileage reimbur...	(55.09)
12/15/2022	25141	EverGreen ZeroWaste	CA compost collection services	(65.00)
12/15/2022	25142	Findaway World LLC	Library materials	(99.98)
12/15/2022	25143	Highwater Farm	Pumpkins	(200.00)
12/15/2022	25144	Ingram Library Services	Library materials	(5,621.17)
12/15/2022	25145	Interior Concepts of Denver	New Self-check furniture(50% deposit)	(7,201.07)
12/15/2022	25146	Invengo American Corp	FE Technology self-check equipment(50% de...	(41,723.50)
12/15/2022	25147	Ishhart, Jeremy	A/V services for celebration of life	(250.00)

2:11 PM

12/20/22

Accrual Basis

Garfield County Public Library District
Claims for Board Approval
November 16 through December 15, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/15/2022	25148	Kline, Stacy	Mileage reimbursement	(58.41)
12/15/2022	25149	Library Ideas LLC	Library materials	(205.12)
12/15/2022	25150	Marmot Library Network, Inc.	New self-check machines	(13,665.60)
12/15/2022	25151	Midwest Tape	Library materials	(6,939.91)
12/15/2022	25152	Mountain Pest Control, Inc.	PA spraying	(50.00)
12/15/2022	25153	Mountain Waste & Recycling	SI trash / recycling	(81.18)
12/15/2022	25154	OverDrive	Library eMaterials	(11,819.90)
12/15/2022	25155	Patterns of Joy Life Skills E...	Children's sewing event - 4 locations	(1,000.00)
12/15/2022	25156	Pye Barker Fire & Safety, L...	RI annual fire extinguisher inspection; 219923...	(631.00)
12/15/2022	25157	Seter & Vander Wall, P.C.	Legal services	(347.00)
12/15/2022	25158	Stanley, Paul	Mileage reimb	(87.50)
12/15/2022	25159	Suarez, Dulce Andrea	Winter reading spanish translation services	(35.00)
12/15/2022	25160	The Home Group Inc	RI construction November progress billing	(131,010.52)
12/15/2022	25161	Town of Carbondale	water / sewer	(84.00)
12/15/2022	25162	Town of New Castle	water / sewer	(215.18)
12/15/2022	25163	Town of Parachute	water / sewer / trash	(129.40)
12/15/2022	25164	Town of Silt	water / sewer	(151.20)
12/15/2022	25165	Trane US Inc.	CA hvac repairs	(3,033.81)
12/15/2022	25166	Transparent Information Se...	Background checks	(196.65)
12/15/2022	25167	Unique Management Servi...	Nov Collections service	(89.55)
12/15/2022	25168	US Postal Service	NC po box renewal	(140.00)
12/15/2022	25169	Waste Management	Trash/recycling	(337.98)
12/15/2022	25170	Wederspahn, Gary M	"Die on your own terms" presentation	(1,161.14)
12/15/2022	25171	Western Paper Distributors	janitorial supplies	(555.06)
12/15/2022	25172	Zuniga, Rebecca	Mileage reimbursement	(8.75)
12/15/2022	Eft	Garfield County Public Libr...	book sales / donations	(1,003.58)
12/15/2022	Eft	WEX Bank	Nov vehicle fuel	(527.11)

Total 10010 · Alpine Bank- Gen(..7072)

(382,651.96)

TOTAL**(382,651.96)**

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 10/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						14,474.08
Cleared Transactions						
Charges and Cash Advances - 147 items						
Credit Card Charge	10/01/2022	RIWmart	nintendo switch/fall decorations	X	(179.29)	(179.29)
Credit Card Charge	10/01/2022	SSAmazon	PA lightswitch covers	X	(15.94)	(195.23)
Credit Card Charge	10/01/2022	SSAmazon	Facilities cellphone adapter	X	(14.39)	(209.62)
Credit Card Charge	10/01/2022	CAUsps	postage ILL	X	(11.39)	(221.01)
Credit Card Charge	10/01/2022	CACM	window cleaner	X	(4.49)	(225.50)
Credit Card Charge	10/01/2022	RIUsps	ill postage	X	(3.32)	(228.82)
Credit Card Charge	10/03/2022	SSLowe's	Powerwasher & protection plan	X	(420.95)	(649.77)
Credit Card Charge	10/03/2022	SIMistys	coffee w/a cop	X	(46.91)	(696.68)
Credit Card Charge	10/03/2022	FValley	restroom signs	X	(26.36)	(723.04)
Credit Card Charge	10/03/2022	SIUsps	ill postage	X	(3.95)	(726.99)
Credit Card Charge	10/03/2022	RIUsps	ill postage	X	(3.95)	(730.94)
Credit Card Charge	10/04/2022	SSHomebase	Homebase renewal	X	(1,440.00)	(2,170.94)
Credit Card Charge	10/04/2022	SSAceHardwa	Facilities tools	X	(110.40)	(2,281.34)
Credit Card Charge	10/04/2022	CACm	c-lab supplies	X	(71.82)	(2,353.16)
Credit Card Charge	10/04/2022	SSOrient	RI Donations - ESG program t...	X	(52.98)	(2,406.14)
Credit Card Charge	10/04/2022	NCUSPS	ILL postage	X	(6.64)	(2,412.78)
Credit Card Charge	10/05/2022	RIWhistle	coffee w/a cop	X	(36.00)	(2,448.78)
Credit Card Charge	10/05/2022	NCCLiC	CLEL conference registration: ...	X	(35.00)	(2,483.78)
Credit Card Charge	10/05/2022	GWCityMarke	GW Coffee with a Cop refresh...	X	(20.56)	(2,504.34)
Credit Card Charge	10/05/2022	SSSuperwash	Wash for Silver Bullet	X	(12.00)	(2,516.34)
Credit Card Charge	10/05/2022	PAClarks	bday staff morale	X	(11.90)	(2,528.24)
Credit Card Charge	10/05/2022	SIDollarG	coffee w/a cop	X	(9.70)	(2,537.94)
Credit Card Charge	10/05/2022	CAUsps	Ill postage	X	(3.95)	(2,541.89)
Credit Card Charge	10/05/2022	PAUsps	ill postage	X	(3.32)	(2,545.21)
Credit Card Charge	10/06/2022	FPhillong	bookmobile door repair	X	(682.27)	(3,227.48)
Credit Card Charge	10/06/2022	SSRamada	MUG Conference lodging	X	(360.00)	(3,587.48)
Credit Card Charge	10/06/2022	SSCgfoa	Cgfoa conference - JF	X	(300.00)	(3,887.48)
Credit Card Charge	10/06/2022	FBigJohns	powerwasher	X	(269.99)	(4,157.47)
Credit Card Charge	10/06/2022	SSHotelMave	MUG conference lodging	X	(179.00)	(4,336.47)
Credit Card Charge	10/06/2022	SSBestN	best nest silt bats in library pro...	X	(174.99)	(4,511.46)
Credit Card Charge	10/06/2022	SSCgfoa	JF membership	X	(65.00)	(4,576.46)
Credit Card Charge	10/06/2022	SSGene'sLoc	Duplicate keys	X	(52.50)	(4,628.96)
Credit Card Charge	10/06/2022	SSDunkin	Oct board meeting refreshments	X	(41.12)	(4,670.08)
Credit Card Charge	10/06/2022	FWm	office supplies	X	(24.59)	(4,694.67)
Credit Card Charge	10/07/2022	CADominos	pizza for book club	X	(57.22)	(4,751.89)
Credit Card Charge	10/07/2022	RIRockslide	MUG conference per diem	X	(31.90)	(4,783.79)
Credit Card Charge	10/07/2022	SIChickfilA	MUG conference per diem	X	(24.66)	(4,808.45)
Credit Card Charge	10/07/2022	CARedLobste	MUG conference per diem	X	(17.99)	(4,826.44)
Credit Card Charge	10/07/2022	SIChickfilA	MUG conference per diem	X	(16.29)	(4,842.73)
Credit Card Charge	10/07/2022	CACricut	subscription	X	(10.61)	(4,853.34)
Credit Card Charge	10/08/2022	SSCM	pumpkins for carving events	X	(800.00)	(5,653.34)
Credit Card Charge	10/08/2022	SSQuill	office paper CA PA NC	X	(137.97)	(5,791.31)
Credit Card Charge	10/08/2022	RIUsps	ill postage	X	(7.65)	(5,798.96)
Credit Card Charge	10/08/2022	CAUsps	ill postage	X	(5.21)	(5,804.17)
Credit Card Charge	10/09/2022	NCWalmart	NC youth planning meeting su...	X	(35.08)	(5,839.25)
Credit Card Charge	10/09/2022	NCWalmart	NC staff supplies	X	(25.98)	(5,865.23)
Credit Card Charge	10/10/2022	SSTransform	Transform conference airfare/r...	X	(1,089.00)	(6,954.23)
Credit Card Charge	10/10/2022	SSWalmart	Office supplies	X	(32.39)	(6,986.62)
Credit Card Charge	10/11/2022	SSAarakawaHa	Wire art hangers	X	(583.65)	(7,570.27)
Credit Card Charge	10/11/2022	SSAdobe	creative cloud/robly/go daddy	X	(214.80)	(7,785.07)
Credit Card Charge	10/11/2022	SSAmazon	hotspot wall chargers / tags / li...	X	(116.26)	(7,901.33)
Credit Card Charge	10/11/2022	SSReforma	Reforma conference registrati...	X	(90.00)	(7,991.33)
Credit Card Charge	10/11/2022	GWUSPS	GW ILL postage & stamps	X	(63.95)	(8,055.28)
Credit Card Charge	10/11/2022	SSQuill	copy paper	X	(45.99)	(8,101.27)
Credit Card Charge	10/11/2022	SSAdobe	adobe creative cloud	X	(29.99)	(8,131.26)
Credit Card Charge	10/11/2022	PAClarks	western colorado book club sn...	X	(14.71)	(8,145.97)
Credit Card Charge	10/11/2022	CAUsps	ill postage	X	(3.32)	(8,149.29)
Credit Card Charge	10/11/2022	SSWalmart	Office supplies	X	(2.88)	(8,152.17)
Credit Card Charge	10/12/2022	RIWm	storage boxes for programmin...	X	(158.89)	(8,311.06)
Credit Card Charge	10/12/2022	RIUsps	ill postage/stamps	X	(68.32)	(8,379.38)
Credit Card Charge	10/12/2022	GWWalmart	GW teen program refreshments	X	(19.48)	(8,398.86)
Credit Card Charge	10/12/2022	GWWalmart	GW programming supplies	X	(3.88)	(8,402.74)
Credit Card Charge	10/12/2022	GWUSPS	ILL postage	X	(3.32)	(8,406.06)
Credit Card Charge	10/13/2022	SICityMarke	SI programming supplies & ref...	X	(301.50)	(8,707.56)
Credit Card Charge	10/13/2022	RIWm	crafting circle supplies	X	(82.19)	(8,789.75)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 10/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	10/13/2022	CACm	bday/anniv cards; staff morale	X	(54.26)	(8,844.01)
Credit Card Charge	10/13/2022	SSEngineer	poster tubes	X	(49.92)	(8,893.93)
Credit Card Charge	10/13/2022	SSCitizen	notice of budget	X	(19.43)	(8,913.36)
Credit Card Charge	10/13/2022	RIUsps	ill postage	X	(3.95)	(8,917.31)
Credit Card Charge	10/14/2022	SSTribal	Tribal map posters	X	(771.00)	(9,688.31)
Credit Card Charge	10/14/2022	NCWalmart	NC Patterns of Joy program s...	X	(191.71)	(9,880.02)
Credit Card Charge	10/14/2022	SSWalmart	Wireless headset	X	(49.98)	(9,930.00)
Credit Card Charge	10/14/2022	SSAmazon	Windshield wiper fluid	X	(45.99)	(9,975.99)
Credit Card Charge	10/14/2022	FWM	gas can / wipers	X	(44.70)	(10,020.69)
Credit Card Charge	10/14/2022	NCWalmart	NC Halloween candy	X	(29.90)	(10,050.59)
Credit Card Charge	10/14/2022	FLowes	replacement bulbs	X	(23.96)	(10,074.55)
Credit Card Charge	10/14/2022	GWCityMarke	GW art guild reception refresh...	X	(22.48)	(10,097.03)
Credit Card Charge	10/14/2022	GWWalmart	GW art guild reception refresh...	X	(16.32)	(10,113.35)
Credit Card Charge	10/14/2022	GWUSPS	ILL postage	X	(7.90)	(10,121.25)
Credit Card Charge	10/14/2022	GWWalmart	GW janitorial supplies	X	(7.88)	(10,129.13)
Credit Card Charge	10/14/2022	PAClarks	halloween pumpkins	X	(4.85)	(10,133.98)
Credit Card Charge	10/15/2022	SSWalmt	PA Kiwanis donation - 2 chargi...	X	(85.90)	(10,219.88)
Credit Card Charge	10/15/2022	PAFamilyD	Adult crafternoon supplies	X	(45.45)	(10,265.33)
Credit Card Charge	10/16/2022	GWHeiga	Out of school conference per ...	X	(50.05)	(10,315.38)
Credit Card Charge	10/16/2022	SIBJ'sResta	Out-of-School Time conferenc...	X	(32.30)	(10,347.68)
Credit Card Charge	10/16/2022	GWL&L	Out of school conference per ...	X	(8.89)	(10,356.57)
Credit Card Charge	10/17/2022	SSAmazon	Library materials	X	(124.06)	(10,480.63)
Credit Card Charge	10/17/2022	CAUsps	ill postage	X	(9.79)	(10,490.42)
Credit Card Charge	10/17/2022	CACm	meet the author cookies	X	(7.98)	(10,498.40)
Credit Card Charge	10/17/2022	SINoodles&C	Out-of-School Time conferenc...	X	(5.70)	(10,504.10)
Credit Card Charge	10/18/2022	GWMarriott	Out of school conference lodgi...	X	(253.97)	(10,758.07)
Credit Card Charge	10/18/2022	SICourtyard	Out-of-School Time conferenc...	X	(231.83)	(10,989.90)
Credit Card Charge	10/18/2022	SSOriental	RI spark programming	X	(105.95)	(11,095.85)
Credit Card Charge	10/18/2022	NCUSPS	NC ILL postage & stamps	X	(75.17)	(11,171.02)
Credit Card Charge	10/18/2022	RIWm	kids/crafting supplies	X	(60.28)	(11,231.30)
Credit Card Charge	10/18/2022	SIWhichWich	Out-of-School Time conferenc...	X	(18.70)	(11,250.00)
Credit Card Charge	10/18/2022	PAUsps	ill postage	X	(3.32)	(11,253.32)
Credit Card Charge	10/19/2022	SSNextiva	10/19-11/18 nextiva	X	(2,059.08)	(13,312.40)
Credit Card Charge	10/19/2022	PAPerDiem	CALLI Per diem/lodging	X	(357.04)	(13,669.44)
Credit Card Charge	10/19/2022	CACm	snacks for C-lab	X	(27.55)	(13,696.99)
Credit Card Charge	10/19/2022	RIUsps	ill postage	X	(3.32)	(13,700.31)
Credit Card Charge	10/20/2022	SSTLS	CA display units	X	(813.00)	(14,513.31)
Credit Card Charge	10/20/2022	SIPerdiem	Reforma perdiem CJ	X	(91.58)	(14,604.89)
Credit Card Charge	10/20/2022	NCWalmart	NC Halloween pumpkin carvin...	X	(76.48)	(14,681.37)
Credit Card Charge	10/20/2022	RILibryWks	Promoting collections webinar	X	(49.00)	(14,730.37)
Credit Card Charge	10/20/2022	RICM	get well gift / staff morale	X	(37.03)	(14,767.40)
Credit Card Charge	10/20/2022	SSBiaggi's	Reforma conference per diem	X	(26.69)	(14,794.09)
Credit Card Charge	10/20/2022	SSFlipside	Reforma conference per diem	X	(24.24)	(14,818.33)
Credit Card Charge	10/20/2022	NCFlipside	Reforma per diem	X	(24.24)	(14,842.57)
Credit Card Charge	10/20/2022	SSBiaggi's	Reforma per diem	X	(21.69)	(14,864.26)
Credit Card Charge	10/20/2022	FWalmt	power washer parts	X	(19.48)	(14,883.74)
Credit Card Charge	10/21/2022	GWAcademy	Calli lodging	X	(258.00)	(15,141.74)
Credit Card Charge	10/21/2022	GWPerdiem	Calli per diem 10/19-10/21	X	(111.89)	(15,253.63)
Credit Card Charge	10/21/2022	RICm	halloween events / candy	X	(69.32)	(15,322.95)
Credit Card Charge	10/21/2022	SSPalomino	Reforma conference per diem	X	(36.97)	(15,359.92)
Credit Card Charge	10/21/2022	SSAceHardwa	Facilities tools	X	(29.98)	(15,389.90)
Credit Card Charge	10/21/2022	CACm	snacks for gsa book club	X	(29.17)	(15,419.07)
Credit Card Charge	10/21/2022	NCPalomino	Reforma per diem	X	(19.81)	(15,438.88)
Credit Card Charge	10/21/2022	SIUSPS	ILL postage	X	(17.06)	(15,455.94)
Credit Card Charge	10/21/2022	PAClarks	Author event refreshments	X	(11.83)	(15,467.77)
Credit Card Charge	10/21/2022	SSPaciugoGe	Reforma conference per diem	X	(6.93)	(15,474.70)
Credit Card Charge	10/21/2022	GWUSPS	ILL postage	X	(3.32)	(15,478.02)
Credit Card Charge	10/22/2022	SSMarriott	Reforma conference lodging	X	(798.72)	(16,276.74)
Credit Card Charge	10/22/2022	SSIHOP	Reforma conference per diem	X	(23.11)	(16,299.85)
Credit Card Charge	10/22/2022	NCIHOP	Reforma per diem	X	(21.11)	(16,320.96)
Credit Card Charge	10/23/2022	SSAdobe	Acrobat pro	X	(16.99)	(16,337.95)
Credit Card Charge	10/24/2022	PAUsps	ill postage	X	(12.48)	(16,350.43)
Credit Card Charge	10/25/2022	SSOriental	RI day of the dead masks	X	(26.72)	(16,377.15)
Credit Card Charge	10/25/2022	RIDollar	halloween parade supplies	X	(16.75)	(16,393.90)
Credit Card Charge	10/26/2022	CACm	Halloween candy/-c-lab supplies	X	(162.47)	(16,556.37)
Credit Card Charge	10/26/2022	SSCM	pumkins/carving kits	X	(152.64)	(16,709.01)
Credit Card Charge	10/26/2022	RIWm	teen program / staff morale	X	(72.36)	(16,781.37)
Credit Card Charge	10/26/2022	FKens	oil change	X	(43.95)	(16,825.32)

11:20 AM

Garfield County Public Library District

11/28/22

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 10/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	10/26/2022	PAClarks	coffee / creamers	X	(39.17)	(16,864.49)
Credit Card Charge	10/26/2022	SIDollarGen	SI Halloween candy	X	(31.50)	(16,895.99)
Credit Card Charge	10/26/2022	RIUsps	ill postage	X	(6.64)	(16,902.63)
Credit Card Charge	10/26/2022	GWUSPS	ILL postage	X	(3.32)	(16,905.95)
Credit Card Charge	10/27/2022	SSFramingEx	Tribal Map poster framing	X	(289.59)	(17,195.54)
Credit Card Charge	10/27/2022	RIWm	Locked-In event food	X	(143.99)	(17,339.53)
Credit Card Charge	10/27/2022	GWWalmart	GW programming supplies	X	(18.67)	(17,358.20)
Credit Card Charge	10/27/2022	RIWm	pumkin carve supplies	X	(17.17)	(17,375.37)
Credit Card Charge	10/27/2022	SIUSPS	ILL postage	X	(4.58)	(17,379.95)
Credit Card Charge	10/28/2022	PAWm	trunk or treat candy	X	(52.50)	(17,432.45)
Credit Card Charge	10/28/2022	SSCM	Lockdown party	X	(51.41)	(17,483.86)
Credit Card Charge	10/28/2022	RIUsps	ill postage	X	(11.22)	(17,495.08)
Credit Card Charge	10/28/2022	CAUsps	ill postage	X	(3.95)	(17,499.03)
Credit Card Charge	10/29/2022	SIDollarGen	SI Halloween pumpkin carving...	X	(74.50)	(17,573.53)
Total Charges and Cash Advances					(17,573.53)	(17,573.53)
Payments and Credits - 4 items						
Credit Card Credit	10/01/2022	GWLowe's	Sales tax refund	X	2.04	2.04
Credit Card Credit	10/06/2022	SSLowe's	Refund for returned powerwas...	X	349.00	351.04
Credit Card Credit	10/10/2022	SSLowe's	Refund for returned protection ...	X	54.97	406.01
Check	10/25/2022	Eft	Sept c.c. pmt	X	14,474.08	14,880.09
Total Cleared Transactions					(2,693.44)	(2,693.44)
Cleared Balance					2,693.44	17,167.52
Register Balance as of 10/31/2022					2,693.44	17,167.52
New Transactions						
Payments and Credits - 1 item						
Transfer	11/15/2022		Funds Transfer to pay Oct c.c...		17,167.52	17,167.52
Total New Transactions					17,167.52	17,167.52
Ending Balance					(14,474.08)	0.00

DRAFT - Education Assistance Policy and Program

Policy

The Library District, subject to annual budget appropriations, may provide education assistance to employees for education expenses. Education expenses are defined by the IRS as: the cost of books, equipment, fees, supplies, and tuition; and payments to either the employee or to a lender, of principal or interest on any qualified education loan incurred by the employee for the education of the employee. A qualified education loan is incurred by the employee for education of the employee.

Employees who meet the eligibility requirements as defined below may apply for education assistance each calendar year. Applications are subject to annual budget appropriations and the number of employees requesting assistance.

The education assistance program provides up to the current IRS maximum non-taxable compensation per calendar year^{1 2}. More funds may be available depending upon the number of employees seeking the benefit. Benefits paid over the IRS maximum are taxable compensation.

In determining whether or not a class or expense qualifies for education assistance, the employee's current job description will govern, and the Executive Director reserves the right to decide if a class or expense qualifies for education assistance.

Benefits do not include payments for meals, lodging, or transportation; tools or supplies (other than textbooks) that can be kept after completing the course of instruction; courses involving sports, games, or hobbies unless they have a reasonable relationship to the business of GCPLD or are required as part of a degree program.

Education assistance will not be granted for expenses paid for by scholarships, grants, or other financial aid that is not a loan.

Education assistance may be provided prior to the start of classes for classes (either undergraduate- or graduate-level) that offer either growth in an area related to a staff member's current position or that may lead to promotional opportunities within the Library District; and/or improve the effectiveness of the Library District.

The Library District prefers to make the educational assistance payment directly to the institution or to the education loan lender whenever possible.

While educational assistance is expected to enhance staff members' performance and professional abilities, the Library District cannot guarantee that participation in formal education will result in automatic advancement, to a different job assignment, or pay increases.

Contact Human Resources (HR) for more information.

¹ <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>

² 2022 IRS limit is \$5,250.00 and not expected to change in 2023

Eligibility

Full- and part-time staff members who have completed six-months of employment and are in an Active Status (not on a leave of absence) are eligible under this policy. If the staff member drops out of the class(es) or voluntarily leaves employment with the Library District prior to completion of the class(es), that staff member must reimburse any education assistance received for the applicable class(es).

Procedures

To apply for education assistance, staff should follow the procedures listed here:

- Prior to enrolling in a class(es), the staff member must provide their manager with information about the class(es) for which they would like to receive assistance and discuss the job-relatedness of the continuing education, and any possible impact on their work schedule or availability to work.
- An education assistance application must be completed by the staff member and approved by the manager and the Executive Director.
- The staff member must submit the completed application, a copy of the class(es) description, and a statement of expenses (or education loan statement) with payment remittance instructions from the institution to HR.
- The HR department will coordinate the education assistance payment with the finance department.
- The Library District retains the right to request additional information if necessary for consideration of the application.

Education Reimbursement – Student Loan Disbursement Scenarios

Option 1 – Greatest Debt	Option 2 – MLS Degree	Option 3 – All Debt
<p>- Ask all staff to submit current student loan statements & student loan assistance is dispersed so that those with the greatest student loan debt receive the greatest assistance.</p> <p>-Ask all staff to submit their current courses for which they would want tuition assistance. Those with the greatest eligible expenses receive the greatest assistance.</p>	<p>-Student loan relief is only available for staff holding an MLS.</p> <p>-Tuition assistance is prioritized for MLS degrees.</p>	<p>-Equally distribute student loan relief across all student loan debt.</p> <p>-Tuition assistance is distributed equally across requestors.</p>

Meeting Room Policy

Policy	It is the policy of the Garfield County Public Library District to allow organizations, groups, and individuals to use library meeting rooms when those facilities are not needed for activities sponsored by the District. Such permission is revocable and does not constitute a lease. Permission to use a meeting room does not imply endorsement of the aims, policies, or activities of any group.	
Effective Date	February 2, 2023	
Responsibility	Branch Managers, Director, Board	
Procedures	See Request for meeting Room	
Supporting Documentation	District Guidelines, User Responsibilities, Request for Meeting Room	
Receive by & Approved by Date	APPROVED: Board of Trustees	Date:

District guidelines

- Library events take precedence over all other meeting room activities.
- Meeting rooms may be used for commercial or non-commercial purposes, including political and religious events.
- The District will not discriminate against any users based on race, gender, religion, national origin, disability or sexual preference.
- Meeting rooms may not be used for private social events such as showers, birthday parties, etc.
- Reservations will be granted on a first come first served basis.
- Reservations made made no more than (90) ninety days in advance.
- No reservation is confirmed until a signed application is approved.
- Users may reserve a meeting room no more than once per week.
- Meeting rooms may be used outside of library hours with prior approval. Overnight use is not permitted.
- Users **may/may not** charge admission to events or sell items or services while using a meeting room.
- Audio-visual equipment is available for use in some rooms. The Library does not guarantee functionality of this equipment.
- A maximum of three cancellations is allowed per calendar year.
- Maximum attendance at public meetings shall be governed by the size of the room and existing municipal codes that apply.
- Alcohol may only be served at pre-approved after-hours events using a caterer who possesses a valid liquor license or a licensed bartender. If serving alcohol, the sponsoring users will be required to name the District in the event's insurance policy and provide a copy of that policy to the district prior to the event.
- The District reserves the right to charge groups for damage and cleaning if necessary.
- The District reserves the right for library staff or representatives to attend any meeting held in its facilities (except lawful executive sessions of governing bodies).
- **The DISTRICT may at its discretion require users to provide insurance and security for certain types of events.**
- **The district does not provide storage for any equipment, items, or property before, during, or after a meeting.**
- Exceptions and denials may be made at the Branch Manager's discretion.
- Denial of an application, or modification of permission already granted, may be appealed to the Library Director by any person adversely affected. The Director, in compliance with this policy, also may overrule any decision granting, denying, or modifying permission to use a library facility. Any decision by the Director in the above instances may be appealed to the DISTRICT'S Board of Trustees by any person adversely affected.

User responsibilities

- All users of meeting rooms must adhere to the District's Code of Conduct.
- After-hours users are responsible for securing the building during and prior to vacating.
- Users are responsible for room setup, including arrangement of tables and chairs.
- Users are responsible for returning the room to the condition in which it was found.
- **Use of birdseed, candles, fireworks, hanging hardware, or pyrotechnics is prohibited.**
- The District does not assume responsibility for any private property brought into the library.

Request for Use of Meeting Room(s)

[Pull down menu for location, and amenities available at each]

Name or Group of USERS _____

Purpose of Meeting _____

Approximate Number to Attend _____

Requested Date(s) of Use _____ Hours of Use From _____ To _____
(include setup/takedown time)

The purpose of this meeting is for a Not-for-profit event For profit event

As the authorized representative for the USERS, I acknowledge:

- I have received and agreed to abide by the District's Code of Conduct.
- I understand that the room is NOT reserved until confirmed by DISTRICT staff.
- Premises must be left in a clean and orderly fashion.
- If AV training is needed, I agree to schedule training with library staff at least 24 hours ahead of the meeting.
- I understand that I may be charged for any damages caused by this meeting room use, including cleaning fees.

RESPONSIBLE PARTY SIGNATURE DATE

NAME (Please Print) TELEPHONE

MAILING ADDRESS

EMAIL ADDRESS

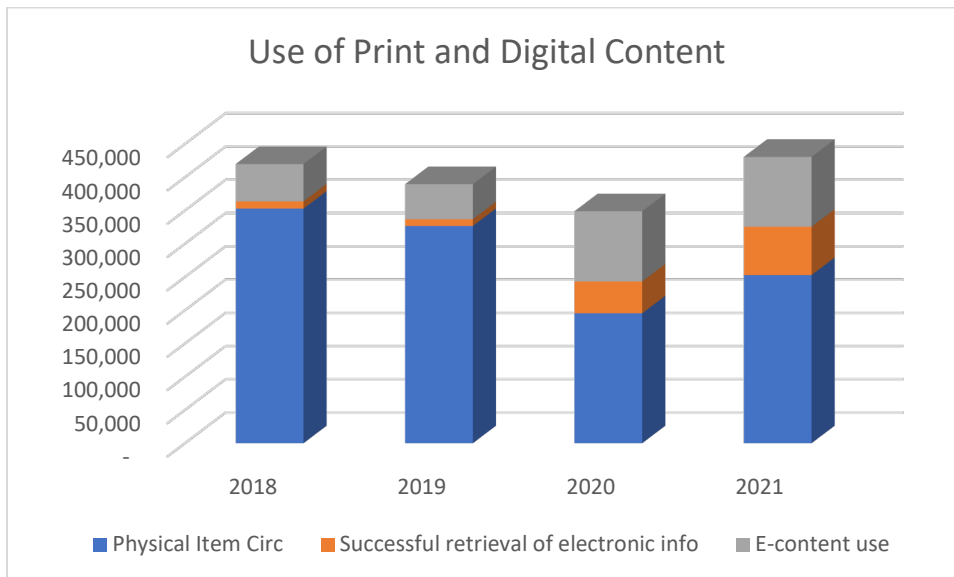
Management Report, January 2023

By Jamie LaRue, Executive Director

Use of Print and Digital Content, 2018-2021

Recently, we got a request for a Library Science and Information Studies Master’s student studying the effect of the elimination of fines on library circulation. Since we didn’t do away with fines until 2021, I don’t think we have much to offer them yet (not to mention the distorting effects of COVID). I will be asking both staff and our users to respond, voluntarily, to a survey the student has put together. But Jenn Cook (Director of Technical Services) retrieved some relevant stats. I made a chart that shows some interesting shifts in use.

	2018	2019	2020	2021
Physical Item Circ	352,694	326,606	195,330	252,786
Successful retrieval of electronic info	10,917	10,143	47,865	72,647
E-content use	56,110	52,723	105,521	104,992



Board of County Commissioner presentation

I wanted to thank Trustee John Mallonee, for presenting with me to the County Commissioners about our 2023 budget. You can find the video link at https://garfield-county.granicus.com/player/clip/1755?view_id=3&meta_id=211545&redirect=true&h=4748b695853b3ebda3c3baadcff02e13. The Commissioners were generally very complimentary. Commissioners Jankovsky and Martin did refer to intellectual freedom challenges at the library. As I copied the board, I did send a follow-up letter to the Commissioners summarizing some of the facts about some challenged

items. I hope to meet with them individually in 2023. I want again to acknowledge the clarity and efficiency of our Chief Financial Officer, Kevin Hettler, in the preparation of the budget. 2023 looks very bright.

Student debt

As the board is aware, there is a difference between policy--set by the board--and procedure--set and amended by staff to accomplish policy. But I thought it might be helpful to see some broad scenarios about how we might implement different approaches to policy.

First, the broad purpose of our staff education policy is to retain a well-trained and educated staff. In the past, this has included tuition reimbursement, conference and workshop attendance, and professional memberships. Given the rising cost of tuition, and various student loan programs, whole generations are entering the workforce saddled with debt. Given some of the new, probably short-term oil and gas revenue in next year's budget, we wanted to help out some of our staff with these debts. As you'll see in Director of Human Resources Kim Owens', attachment, we see three broad policy avenues.

I am not asking the board to approve the procedures, which we may tweak as we get into the circumstances. But I hope these illustrations answer some of the board questions that have arisen over the past several months, so we can adopt or reject the policy and move on. Even one- or two-months interest on debt can make a big difference in the lives of our staff.

Meeting Room Policy revisions

Our current Meeting Room policy is verbose. The policy itself runs 5 pages. There are two pages apiece for one time and recurrent meeting room use. That's 9 pages total.

Working with Tracy Kallassy (Manager of our Carbondale Branch Library), and incorporating suggestions from James Larson (Director of Marketing) and one of the better templates for policies, I whittled it down to half a page for the policy, and about two pages for procedures and application. Both versions are attached to this packet. I am prepared to discuss the proposed changes, or move it forward as an action item. The main change is to eliminate various fees, the collection of which exceeds the money received. There are a couple of questions highlighted in yellow about which I'd appreciate board advice. I'll discuss this at our board meeting.

Update on Assimilation Plan and my self-evaluation

I believe I have now completed the Assimilation Plan developed for me by Board and HR. Thank you for the most thoughtful orientation I have ever received on any job, much less for director. What remains now is my post-six-month evaluation. Kim Owens is in the process of having my direct reports fill out an anonymized survey about my performance. I hope to have my self-evaluation done in time for a February 2023 board meeting. Please let me know if there is anything in particular you would like me to address.

Rifle Branch Report, January 2023

Amy Tonozzi, Rifle Branch Manager

The Rifle Branch had a fantastic Summer and Fall, and Winter is off to a good start! Our various programming has been quite successful and our patrons have more frequently been expressing their gratitude for the library. The Rifle community loves our staff and I receive frequent compliments about how helpful and knowledgeable they are. We had a Specialist resign in November, but the position was quickly filled by Molly Rausin, a former district substitute. She works well with our entire staff and we are very happy that she is now a part of our team!

We've had several opportunities to partner with our community since the last board report.

Lift Up has been providing lunches for our Friday Spanish Storytime group, as well as packs of three days' worth of shelf stable food that we have been offering to our patrons who are experiencing food insecurity.

CMC was very pleased with the success of our partnership for the ESL classes and they want to continue the partnership for further classes. We are all brainstorming how we can solve the childcare issue. (which ended up to be quite a challenge, but a big part of the program's success.)

The Rifle Heritage Museum is resuming their partnership with us to provide History programming through the winter.

Great Expectations (formerly the Family Visitor program) is partnering with us to provide a weekly parent support group for our community. This is still in development, but we are all excited to start this up in mid-January. This weekly hour-long program will also offer childcare, but the good news is that their staff will provide it!

The Rifle Chamber of Commerce will soon be partnering with us for a *Women in Leadership* monthly program. This too is in development, and more information will be forthcoming!

We partnered again with the **Angel Tree program** to be a distribution site for gifts that were collected for Christmas. It has been heartwarming to see all of the happy, grateful people coming in to pick up their children's gifts, knowing that their Christmas will be brighter. This is something we've done every Christmas for many years, and this year the number of gifts collected and distributed were the most I've seen. It is bittersweet in that it indicates we have many more people struggling right now, but we also have a caring and generous community.

In January, we begin a bi-monthly *Art in the Stacks* program so we can provide a space for our talented community members to showcase their creativity.

It has been very rewarding to see our community and our partners taking more ownership of the libraries and seeing us as a valuable resource, and in many cases, they contact me seeking partnerships! I am excited to explore how we can further serve them in the coming new year.

I believe 2023 is going to be a really great year for the Rifle Branch, as well as the entire district. We have outstanding staff in every branch who are very invested in serving our public to the best of our ability, we have wonderful and caring leadership, administration and facilities teams, and we have a supportive Board of Trustees who has our best interests at heart!

Thank you all!



Financial / Treasurer Report, December 2022

Kevin Hettler, Chief Financial Officer

Jamie LaRue and John Mallonee presented the Library's 2023 adopted budget to the Garfield County Board of County Commissioners on December 12. The BOCC accepted our budget. Additionally, the Garfield County Board of County Commissioners approved our mill levy certification request on Dec 19. Our 2023 property tax funding request has been certified.

Year end work has started, with lots of account reconciliations, and wrapping up of 2022 spending requests.

New accounting pronouncement GASB 87 has taken effect for the year ending 12/31/2022 financial statements. GASB (Gov't Accounting Standards Board) 87 aims to increase usefulness of governments' financial statements by requiring reporting of certain lease assets and liabilities that are not currently reported. We will have new financial statement disclosures with our Verizon tower roof top lease asset and our copier lease liability. There is quite a bit of work required to comply with this new pronouncement.

As a housekeeping measure to our financial statements, I am proposing the use of our Assigned Fund Balance in 2022. We assigned \$151,266 fund balance in 2016 and 2017 for future capital needs after we completed the partial sale and construction of the 2nd floor Glenwood Springs space. In 2022, we have mostly completed the 2nd floor Rifle staff space improvements and this capital project would be an appropriate use of the assigned fund balance. This project cost will exceed the assigned fund balance and the remaining costs will be spent out of unassigned fund balance. Additionally, all future capital projects will be spent out of unassigned fund balance.

The following charts depict all revenues received and expenditures made from 1/1/22 through 11/30/22, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 11/30/22 is \$9,708,658.74.

Total expenditures made as of 11/30/22 is \$7,489,074.05.

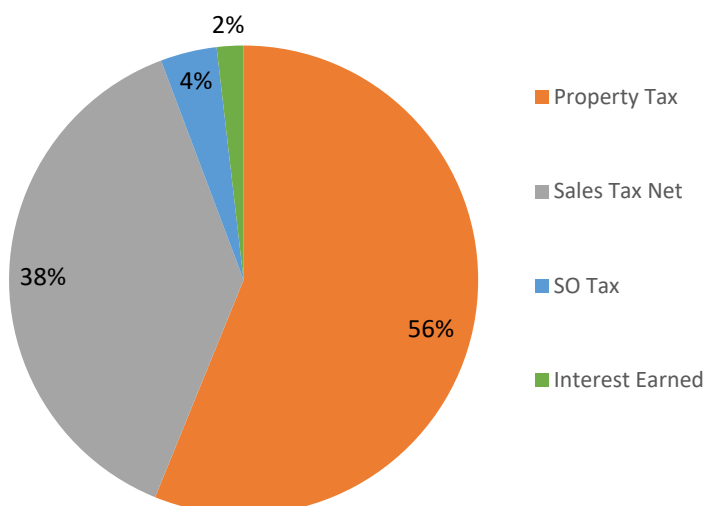
91.6% of the year has elapsed as of 11/30/22.

100% of budgeted revenue (\$9,196,298) has been received.

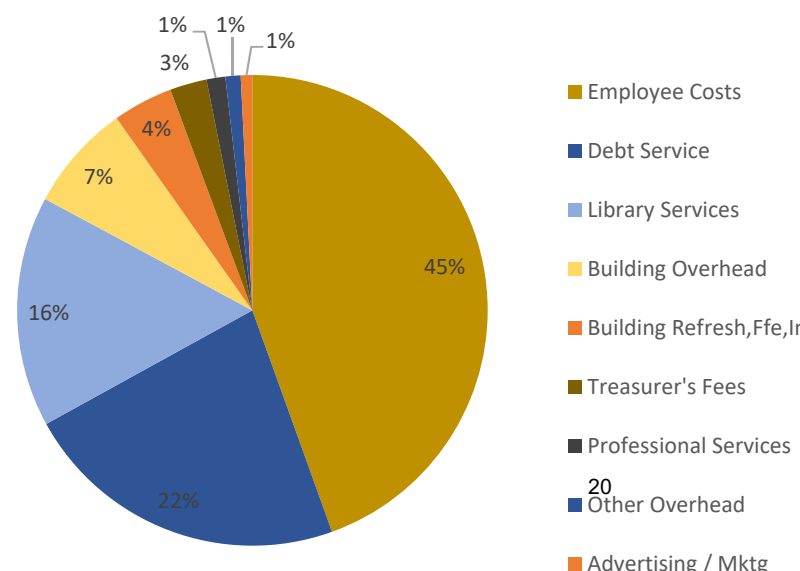
81.44% of budgeted expenditure (\$9,196,298) has been made.

All cash and investment accounts have been reconciled by month end.

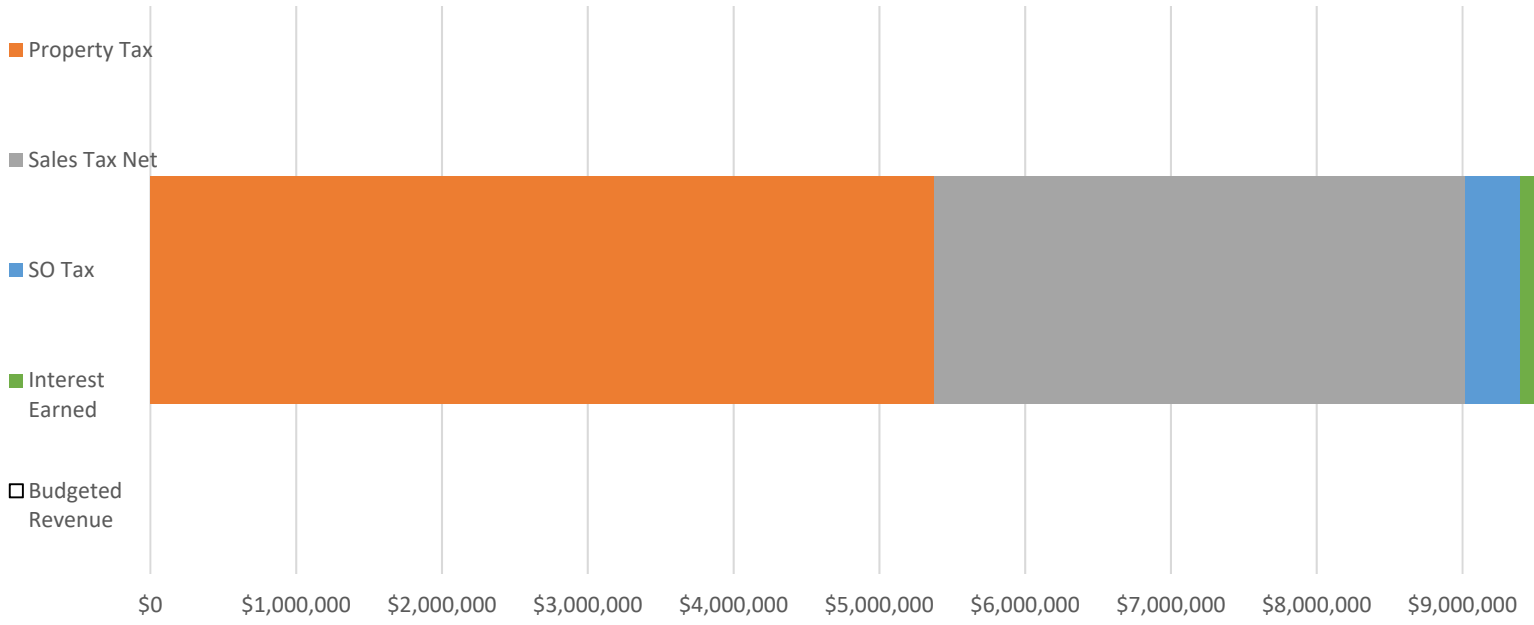
YTD Revenues through 11/30/2022



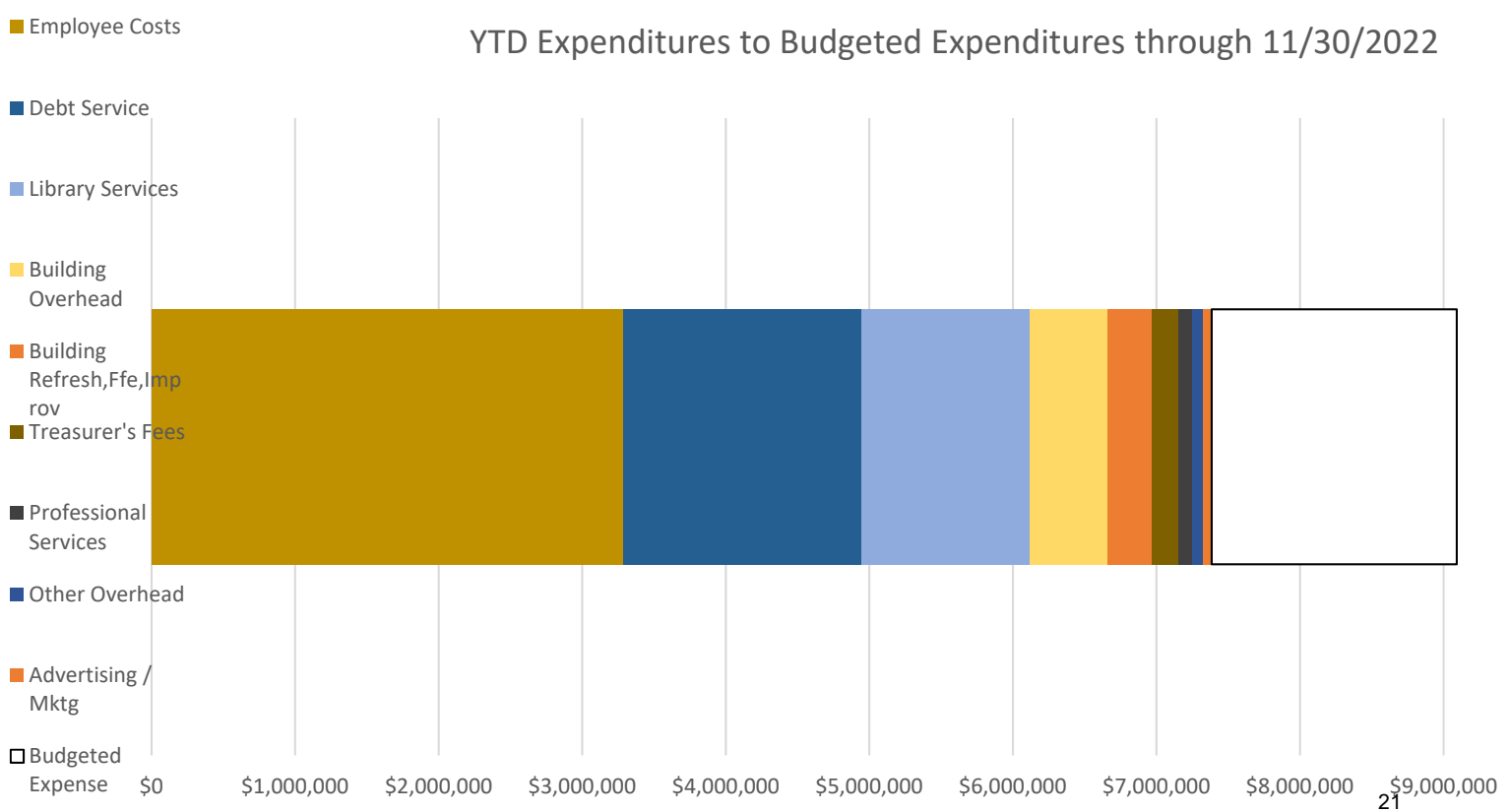
YTD Expenditures through 11/30/2022



YTD Revenues to Budgeted Revenues through 11/30/2022



YTD Expenditures to Budgeted Expenditures through 11/30/2022



Garfield County Public Library District
Profit & Loss Budget vs. Actual (unaudited)
Jan - Nov 2022

	Jan - Nov 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Nov 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
Income						
40100 · Sales Tax Revenue	3,744,689.61	3,320,000.00	112.79%		3,206,157.65	538,531.96
40102 · Sales Tax Refunds	(96,268.10)	(70,000.00)	137.53%	1.	(77,093.56)	(19,174.54)
40200 · Property Tax Revenue	5,375,459.21	5,356,520.00	100.35%	2.	6,004,136.26	(628,677.05)
40300 · Specific Ownership Tax Revenue	371,186.09	411,000.00	90.31%		396,749.15	(25,563.06)
40900 · Interest Earned on Investments	176,467.17	6,000.00	2,941.12%	3.	4,212.30	172,254.87
41000 · Grants	41,848.25	98,538.00	42.47%		35,240.35	6,607.90
41200 · Other Revenue	39,301.89	24,220.00	162.27%		60,076.09	(20,774.20)
41300 · Solar Rebates	7,423.04	9,000.00	82.48%		7,720.77	(297.73)
42000 · Branch Revenues	48,551.58	41,020.00	118.36%		35,963.78	12,587.80
Total Income	9,708,658.74	9,196,298.00	105.57%		9,673,162.79	35,495.95
Expense						
50001 · TREASURER'S FEES	186,707.34	180,350.00	103.53%		188,065.75	(1,358.41)
50005 · DEBT SERVICE	1,659,799.60	1,659,800.00	100.0%		1,659,799.60	0.00
51000 · EMPLOYEE COSTS	3,286,566.63	4,314,734.00	76.17%		3,481,602.82	(195,036.19)
52000 · LIBRARY SERVICES	1,171,521.98	1,471,407.00	79.62%		1,141,869.77	29,652.21
53000 · PROFESSIONAL SERVICES	95,237.23	160,396.00	59.38%		85,480.86	9,756.37
54000 · BUILDING OVERHEAD	543,594.52	666,068.00	81.61%		630,532.14	(86,937.62)
54500 · BUILDING REFRESH, FURNITURE,IMI	305,072.04	340,000.00	89.73%		148,466.19	156,605.85
55000 · EQUIPMENT	41,004.96	216,969.00	18.9%		116,631.51	(75,626.55)
56000 · OTHER OVERHEAD	77,277.66	72,000.00	107.33%	4.	72,453.61	4,824.05
57000 · ADVERTISING & MARKETING	58,868.24	59,230.00	99.39%		41,462.07	17,406.17
58000 · VEHICLES	15,899.53	13,400.00	118.65%		11,803.29	4,096.24
59000 · PARTNERSHIPS	47,524.32	41,944.00	113.3%	5.	33,141.10	14,383.22
Total Expense	7,489,074.05	9,196,298.00	81.44%		7,611,308.71	(122,234.66)
Net Income	2,219,584.69	0.00			2,061,854.08	157,730.61

Footnotes:

1. Includes a \$68K sales tax refund from 2016 & 2017
2. Decrease from 2021 is due to a 6% decrease in property valuation from the year prior.
3. Reflective of the interest rate hikes in 2022
4. Includes annual property, liability, and public official bond insurance.
5. All assessments have been paid for 2022 (GW Cooper Commons)

Garfield County Public Library District

12/20/22

Balance Sheet ****unaudited****

Accrual Basis

As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	488,177.40
10050 · Colo Trust - General	12,596,058.10
10055 · C-Safe	54,306.30
10060 · Alpine Bank- Payroll(..8785)	126,784.99
10070 · Alpine Bank - Flex(..0583)	1,733.70
10210 · Alerus- Flex deposit	292.99
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	104.21
11050 · WF-23652001-Annual Princ. Pmt	631.06
Total Checking/Savings	<u>13,269,163.75</u>
Other Current Assets	
12050 · Sales tax transfer by Treasurer	375,907.52
12100 · Property tax transfer by Treas	5,362,948.00
Total Other Current Assets	<u>5,738,855.52</u>
Total Current Assets	<u>19,008,019.27</u>
Other Assets	
18400 · Prepaid Exps	36,928.82
Total Other Assets	<u>36,928.82</u>
TOTAL ASSETS	<u>19,044,948.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	173,345.29
Total Accounts Payable	<u>173,345.29</u>
Credit Cards	
20570 · Fuel Cards - WEX / NJPA	527.11
Total Credit Cards	<u>527.11</u>
Other Current Liabilities	
20660 · Grants Payable	5,994.25
21100 · Other Payroll Payables-	1,326.81
21200 · Payroll Payable-	50,144.00
Total Other Current Liabilities	<u>57,465.06</u>
Total Current Liabilities	<u>231,337.46</u>
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	375,907.52
22100 · Deferred Property Tax Revenue	5,362,948.00
Total Long Term Liabilities	<u>5,738,855.52</u>
Total Liabilities	<u>5,970,192.98</u>

4:50 PM

12/20/22

Accrual Basis

Garfield County Public Library District

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>
Equity	
30000 · Unassigned Fund Balance	10,358,965.58
30005 · Non-Spendable Fund Balance	33,538.84
30010 · Restricted Fund Balance	311,400.00
30040 · Assigned For Replacement	151,266.00
Net Income	<u>2,219,584.69</u>
Total Equity	<u>13,074,755.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,044,948.09</u></u>

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
SALES TAX COMPARISON REPORT
BEFORE REFUND**

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%
February	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%
March	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%
April	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%
May	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%
June	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%
July	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%
August	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%
September	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%	408,790.73	13.59%
October	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%		-100.00%
November	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%		-100.00%
December	249,188.16	5.51%	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%		-100.00%
TOTAL	2,870,165.76	12.66%	3,059,260.74	6.59%	3,151,203.50	3.01%	3,906,322.49	23.96%	3,368,782.09	-13.76%

AFTER REFUND

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%
February	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%
March	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%
April	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%
May	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%
June	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%
July	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%
August	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%
September	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%	408,238.24	13.99%
October	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%		-100.00%
November	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%		-100.00%
December	248,301.61	5.43%	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%		-100.00%
TOTAL	2,848,987.62	15.98%	2,999,959.02	5.30%	3,048,078.90	1.60%	3,844,568.91	26.13%	3,274,528.91	-14.83%

Human Resources Report

The entire Library District has been working on Performance Evaluations for the last couple of months. I'm really impressed with the thought and time put into these evaluations, both from our staff on their own self-evaluations and our managers for their evaluations of their staff. Now Kevin, Jamie, and I are working through the final details of proposed merit increases.

During the month of November, we conducted a follow-up survey from the Employee Engagement Survey we had in August. This survey focused on Communication and our staff provided us with specific examples of what's working, what isn't, and how we can do better. The majority of staff who took the survey agree or strongly agree that communication between senior leaders and staff is good, and we recognize that we have room to grow and we are committed to continuing to do better, be responsive, available, and transparent.

In response to the survey results we immediately implemented two changes: 1- the Executive Leadership Team began sending a Key Takeaway & Decisions email after their meetings with the link to their full agendas with the meeting minutes on the Staff Intranet to help information reach everyone consistently, and 2 – the Public Services Team will also share their minutes on the Staff Intranet.

Amaranda, our Employee Development Coordinator, has also developed a couple of initiatives that will help increase communication and transparency around the District.

Staff Education and Development update:

Two of our staff members will be attending the American Libraries Association's LibLearnX conference in January, in New Orleans. It's a national conference with lots of interactive learning opportunities on a wide range of topics. We look forward to hearing about what they learn and new ideas for the District to consider. You've read about our upcoming Learning Management System in prior board reports (NEOGOV). Amaranda and our internal NEOGOV implementation team (Melissa Terry, Sara Friend, and Tracy Kallassy) have developed a rollout timeline for our new system. Their plan will help us learn any tweaks or changes that need to be made to the system and adjust and finalize user training. That rollout will be starting in January.

As we've continued to build out the 2023 Staff Development Plan, we've added components that respond to the staff's desire for more interaction and understanding between public-facing roles and administrative roles. We have two initiatives – one, Admin Days – once a month admin hosts staff from around the District for a half day of training on various topics plus time for a tour of the space and interactions with admin staff; and two – Shadow A Specialist – admin staff spend a half day shadowing a Library Specialist at a branch.

Recruiting and Staffing update:

The recruitment process for the Branch Libraries Director position is going well. I completed six screening interviews and we're inviting four well qualified candidates for a second, virtual, interview with Jamie and me in late December.

We will have a final round of interviews with the top two or three candidates. Three of the four candidates reside within the state of Colorado and one is from out of state.

We're working on a plan that allows for Library Pages to cross train as Substitute Library Specialists. This provides an opportunity to these staff to grow within the District, it offers additional support to the Branch when they need help, and it creates a pipeline of potential candidates for future Library Specialists.

Staffing Report - Since 11/16/2022:

New Hires: 4

- Library Specialist – Rifle, 24hrs/week
- Library Specialist – Silt, 24hrs/week
- Library Page – Carbondale, 10hrs/week
- Library Page – New Castle, 10hrs/week

Promotions/Transfers: 2

- Two Library Specialists at Carbondale transferred to the Sub Pool end of December/early January

Vacancies: 4 (openings designated as “on pause” are not included in the vacancy count)

- Library Specialist – Carbondale, 40hrs/week – *this is a result of the departure of two, 24-hour Library Specialists*
- Circulation Coordinator – New Castle, 40hrs/week
- Branch Libraries Director – Support Services, 40hrs/week
- Accounting Technician – Support Services, 24hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*
- Library Page – Carbondale, 10hrs/week – *On pause*

Departures: 0

Additional Staffing Information:

Headcount as of 12/31/2022:

- 81 total staff members (does not include subs)
- 37 benefit eligible staff (32 - 40 hours per week); 44 staff with less than 32 hours per week
- 58.525 FTE

Staff Stats by Location – 12/31/2022					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> (total of all staff)	<u>Count of Benefit Eligible Staff</u> (over 32 hours)	<u>Count of Staff not eligible for Benefits</u> (under 32 hours)
Carbondale	7.525	11	301	4	7
Glenwood	8.30	13	332	4	9
New Castle	6.6	10	264	3	7
Silt	6.9	10	276	4	6
Rifle	8.35	13	334	4	9
Parachute	6.65	9	266	4	5
Support Services	14.2	15	568	14	1
Grand Total	58.525	81	2341	37	44

Technical Service Update

Jenn Cook, Technical Services Director

Jen Callison and Alex Garcia-Bernal had a great visit to the Guadalajara International Book Fair. They used the allocated budget, met the guidelines for the Spanish-language materials we were looking for, and had a great experience. We look forward to continuing to attend this event every year as an efficient method of expanding our Spanish-language collections. In all, approximately 450 books were selected, which means around 75 books per branch will be added to our shelves.

After identifying a few gaps in the digital reference services, we offer our patrons, we are working to add two new subscription databases for next year. The first one, called **Reference Solutions**, provides business and consumer data for small businesses, entrepreneurs, or job-seekers who need to look for new business opportunities, find key business executives, locate suppliers, analyze competitors, conduct market research, and more. The second database is **Value Line**, which provides investment information and analysis for U.S. companies, mutual funds, and other securities, including balance sheets, income statement data, and capital and equity structure.

STATISTICS NOVEMBER YTD	District		
	2022 Actual	2021 Actual	% change
Website			
Website Visits	196429	187646	4.68%
Downloadables/Streaming			
Overdrive - total eBook, audio, video, ma	65438	62790	4.22%
Hoopla - total	25289	24724	2.29%
Kanopy	8814	8997	-2.03%
Subscription Resources			
Ancestry - Searches	23229	19433	19.53%
MyHeritage - Sessions	994	49	1928.57%
EBSCO Databases - Sessions	20154	37994	-46.95%
Learning Express - Sessions	67	111	-39.64%
Wall Street Journal - Access	404	109	270.64%
Consumer Reports - Sessions	151	115	31.30%
Mango - Sessions	2248	1146	96.16%
NewsBank	663	73	808.22%
New York Times - Sessions	3325	325	923.08%
Brainfuse VetNow - Uses	20	0	
Brainfuse HelpNow - Uses	1574	456	245.18%
Tumblebooks - Book Views	1861	353	427.20%
LOTE Online for Kids - Story Views	149	55	170.91%
Biography in Context - Sessions	1121	455	146.37%
Research in Context - Sessions	349	1125	-68.98%

STATISTICS NOVEMBER YTD	District		
	2022 Actual	2021 Actual	% change
Cardholders			
Active Patrons	21567	20671	4.33%
New Library Cards	4743	3750	26.48%
Patron Services			
Door Count	284842	210091	35.58%
Meeting Room Attendance	28908	10055	187.50%
Adult Program Attendance	2556	1281	99.53%
School-Age Program Attendance	7559	4180	80.84%
Teen Program Attendance	1523	640	137.97%
Early Childhood Attendance	10393	2515	313.24%
All Ages/Family Attendance	4532	0	
Adult Outreach Attendance	1175	384	205.99%
Youth Outreach Attendance	3798	2038	86.36%
STEM Program Attendance	1609	438	267.35%
ESL Program Attendance	3233	661	389.11%
Reference Questions	1637	374	337.70%
Physical Circulation			
Juvenile	85325	68692	24.21%
Young Adult	9162	8513	7.62%
Adult Fiction	26448	23075	14.62%
Adult Non-Fiction	18714	13803	35.58%
Large Print	3205	2185	46.68%
World Languages	3673	3036	20.98%
DVD	38472	34560	11.32%
CD Audiobook	4054	5317	-23.75%
Magazines	1932	2111	-8.48%
Video Games	583	418	39.47%
CD Music	1700	1886	-9.86%
Collection			
Items Added	19624	27570	-28.82%
Total Items in Collection	166759	168611	-1.10%
Technology			
PAC Usage (hours)	21954	14045	56.31%
PAC Usage (sessions)	29643	19917	48.83%
Wireless Sessions	215296	50094	329.78%
Hotspot Lending	945		
Laptop Lending	323		
Volunteers			
Volunteer Hours	718	96	647.92%

Events Report

Alex Garcia-Bernal, Education & Events Manager

GCPLD continued regular programming in December, and hosted several special events for the holiday season. All libraries continued partnered programming with Raising a Reader to provide Spanish language story times each week, and with the Aspen Science Center to provide STEM focused education and workshops to youth of all ages. The Carbondale library hosted their monthly family Strategy Game Night on Wednesday November 16th. The Glenwood Library continued to host their Magic the Gathering and Dungeons and Dragons weekly game clubs. Rifle hosted their weekly preschool playgroup on Wednesdays. Silt hosted a special workshop with the Roaring Fork Outdoor Volunteers on building bat houses on Saturday November 5th.

The New Castle library hosted a weekly holiday wreath craft workshop weekly on Thursdays. The Silt Library hosted a weekly Tai Chi for Seniors workshop on Wednesdays. The Carbondale library participated in a special Day of the Dead celebration by providing Day of the Dead bread and hot chocolate during the City of Carbondale's Day of the Dead parade. The library held extended hours on Friday November 4th to serve patrons during the Day of the Dead celebration. We had about 150 patrons visit the library and participate in the craft activities prior to the parade. GCPLD also participated in the Glenwood Art Center's Day of the Dead Altar presentation on Saturday November 5th. A group from the Spanish Services/Outreach team built an altar at the Glenwood Art Center to represent GCPLD.

Silt hosted their monthly Teen Book Club on Monday November 7th.

Parachute hosted their monthly Western Colorado Book Club on Tuesday November 8th. New Castle hosted a Meet the Author event featuring Spanish language local author Norma A. Teran on Sunday November 20th.

GCPLD hosted two virtual workshops on Diversity and Inclusion in collaboration with Roaring Fork Show up on Tuesday November 15th and on Tuesday November 22nd.

New Castle hosted a Community Conversations program on Living with Bears with the Town of New Castle on Wednesday November 16th. This was a very well attended emergency community conversation that discussed the recent bear attack incidents in the town. Silt hosted their monthly Poetry by the Fireplace workshop on Thursday November 17th.

GCPLD began the Holiday Concert series on Saturday November 26th at the Silt Library by featuring the local band Oran Mor. (This first concert was canceled due to illness, and was rescheduled for February). The second concert, also featuring Oran Mor, was held in New Castle on Wednesday November 30th. The Holiday Concert series continues through December.

January, Facilities Board Report

Jonathan Medrano, Facilities Manager

The Facilities Department wraps up another great year and is anticipating some great upcoming district projects for 2023. The following are worthy mentions that were completed within the last 30 days.

Admin Office Space Project Schedule

The following are some large updates of this project as of recently.

- Final electrical inspection is set to be completed.
- ACME fire alarm has completed fire equipment installation.
- Fire marshal completed a fire safety test on strobes and horns.
- Trane is wiring VAVs
- Trane and balancer will come back together to balance air and water side after balancing
- Elmer Glass has storefront pieces on order. Will install upon arrival.
- Lights will get adjusted as The Home Group closes everything out.

The hired contractor has been keeping all subcontractors running smoothly. The Facilities Department is looking to begin installing furniture the first or second week of January 2023.

End-of-the-year Contracts for 2023

The Facilities Manager is working with all current facilities vendors for 2023 contracted work. The work includes janitorial cleaning, HVAC, window cleaning etc. There is a trend in price increases due to the current job market and local economy. The Facilities Department and Finance Department are working together to ensure all agreements are within budget. The goal is to give the optimal quality care to all of the district's buildings while being responsible with taxpayer funding.

Completed A/V Upgrades

As of the month of December, all library community rooms in the district have undergone A/V upgrades. This process was lengthy due to the vendors and library's mutual availability but the Facilities Department is grateful to finally see it completed. The in person professional training and custom manual are the last to be received and will be communicated once the date is confirmed. The Facilities Department will continue to work with the vendor in the event of any technical issues.

Bat House at The Silt Branch Library

In the early part of November, Roaring Fork Outdoor Volunteers held a program at the Silt Branch Library for bat education. A bat house was purchased for this event. With the support of the town of Silt there is a plan to install the bat house permanently on the library property. This is an exciting Facilities project that will give wonderful opportunities for community and bath enthusiasts.

New Water Heater at the Rifle Branch Library

Rifle Branch library received a new water heater replacement in the building's fire riser room. The previous one was found to be leaking and so a local company was called to proceed with the replacement. This particular boiler services the main public restrooms on the first and second floors as well as the janitor's room sinks. There was no damage to any part of the building due to the drain pan and floor drain. The installation was completed and all parts of the water heater system are working properly.

Rifle Branch Library Meeting Room Update

The Facilities Technician prepared Rifle's second floor south meeting room for the public. It was formerly used as employee space during 2020-2022. With internal employee reconfiguration this meeting room is now available for public use. The room has a fresh coat of paint and all original furniture set back in place.